

THIS SCHEDULE SUPERCEDES SCHEDULE #612-40

DOS-330-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 612-67

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION STATE BOARD OF COSMETOLOGISTS

AGENCY		DIVISION
Item No.	Description	Retention
1	<u>HISTORY CARDS:</u> Maintained for each licensee. Shows names, addresses, schools, registration dates, dates and types of examination, examination dates and grades, license renewal dates, license numbers issued, special notations, credit hours accumulated and earned in schools, Board examination scores, application dates and standing (whether an apprentice or operator).	Retain Permanently. Transfer periodically to the State Archives.
2	<u>INSPECTION REPORTS:</u> Monthly reports maintained for each licensed beauty shop and school showing names and addresses of owners, license numbers issued and names of inspectors.	Retain for five (5) years, then destroy.
3	<u>REGISTRATION FILE:</u> Folders established for all registrants that contain request and renewal applications, registration certificates, examination applications, examination score sheets, examination fee receipts, student record cards, monthly student hours reports, license copies and miscellaneous correspondence with the Board and licensees.	Retain for twenty-five (25) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

8/25/87
Date
Joseph T. Seidel
Signature
Director of Administration
Title

Schedule Authorized by

3/17/88
Date
Edward C. Lenz
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
4	<u>EXAMINATION RESULT RECORDS:</u> Sheets containing names, license categories, theory and practical grades.	Retain for thirty (30) years, then destroy.
5	<u>COMPLAINT FILES:</u> Folders containing complaints and Boards resolution.	Retain for ten (10) years, then destroy.
6	<u>FORMAL HEARING DOCKETS:</u> Folders containing charge letters, hearing dates, Findings of Fact, Conclusions of Law	Retain for fifteen (15) years, then destroy.